



REQUEST FOR PROPOSAL

**CONSULTANT ENGINEERING INSPECTION
SERVICES**

FOR

FREDERICKSBURG DISTRICT-WIDE

Virginia Department of Transportation

VDOT

SCOPE OF SERVICES

The Virginia Department of Transportation is seeking Expressions of Interest (EOI) from consulting engineering firms who wish to be considered to provide professional engineering services for:

A Fredericksburg District-Wide Construction Engineering Inspection Contract providing inspection services under a Fixed Billable Rate Contract. This contract will be for a 1 year contract period with optional 2 one-year renewable terms. The proposed one-year contract will have a total maximum compensation not to exceed \$2,000,000.00

Project inspection will require 1 Construction Inspector Coordinator and 23 inspectors during peak construction operations consisting of 10 Construction Inspector Seniors, 12 Construction Inspectors, 1 Construction Inspector Trainee, 1 Office Engineer, and 1 Administrative Assistant. All personnel shall be knowledgeable of the Department's Construction Program, VDOT's Specifications and Standards, and Site Manager. All inspector classifications shall be certified in the Department's certification schools and by the Department of Conservation & Recreation for Erosion & Sediment Inspection. Additional Engineering functions which may be required include, but are not limited to, the review of shop drawings, schedule review and analysis and notice of intent/claim analysis. Many assignments may require night work.

STAFF FUNCTIONS, FEATURES OF WORK and KNOWLEDGE SKILLS AND ABILITIES

Construction Inspector Coordinator

Construction Inspector Coordinator Function: To coordinate inspection assignments with the Department throughout the district.

Construction Inspector Coordinator Features of Work: Coordinates the entire inspection contract with the Department. Submits invoice in a manner suitable for input into FMS II. Assumes responsibility for the performance and actions of the consultant inspection staff.

Construction Inspector Coordinator Knowledge Skills and Abilities: The coordinator is expected to have 3 years of experience in the coordination of inspection staffs on a statewide, regional or district wide basis for any transportation agency. Experience shall include staff scheduling and the handling of multiple priorities; knowledge of staff capabilities and ability to match the inspector staff to assigned task orders; demonstrating a general knowledge of the duties and responsibilities of a project inspector.

Construction Inspector Senior (Engineering Technician III)

Construction Inspector Senior Function: To monitor the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects of moderate to considerable complexity. In addition to inspection responsibilities, the Inspector Senior may be required to also provide inspection/project management, under the direction of a Construction Manager or designee.

Construction Inspector Senior Features of Work: In addition to the duties noted for Construction Inspector, the inspector senior monitors contractor's operations to ensure compliance with contract terms and specifications. Independently coordinates and directs all phases of construction inspection of projects which are typically complicated by extensive traffic control, sensitive political or environmental concerns, or significant project coordination with property owners, utility companies, and local and federal government representatives. Verifies lines, grades, dimensions and elevations using survey and field engineering equipment. Coordinates and schedules various phases of construction with the prime contractor and agency personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations and recommends adjustments to operations. Recommends changes to construction plans to meet field condition; makes field measurements of pay items and conducts materials testing; checks equipment; maintains and reviews comprehensive project records including daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, work orders, and monthly estimates; and reviews and monitors Equal Employment Opportunity/Disadvantaged Business Enterprise (DBE) documentation and compliance with Federal labor requirements/regulations for Federal-aid construction projects, ensuring contractor compliance with program requirements.

This position requires frequent contact with engineers and agency personnel to discuss and resolve field construction issues and to obtain technical guidance in specialty areas of engineering and inspections. These positions also require frequent external contact with contractor personnel to schedule and coordinate project inspection and resolve problems; with local government and law enforcement agencies to explain work under construction and coordinate traffic control; with suppliers to monitor receipt of materials; with utility companies to coordinate relocation and installation; and with the public to provide information and resolve issues.

Construction Inspector Senior Knowledge Skills and Abilities: The Construction Inspector Senior is expected to have 6 years of inspection experience including knowledge of roadway, structure, and bridge construction methods, materials, standards and specifications. Working knowledge of state and federal safety, environment, and EEO/DBE guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs and field inspection equipment. Ability to provide technical supervision and leadership to other inspectors; read and interpret roadway, bridge, and structure plans and contract specifications; apply mathematical formulas and engineering principles to determine field adjustments; maintain detailed records; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public. The inspector is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated in the following disciplines. In addition it is expected, that each inspector be certificated for Erosion and Sediment Control Inspection, by the Department of Conservation and Recreation.

- Expected VDOT Certifications:
 - Soil and Aggregate Field Compaction
 - Asphalt Field
 - Hydraulic Cement Concrete Field
 - Pavement Marking
 - Flagger Certification
 - Nuclear Certification

- Additional Expected Certifications:
 - Department of Conservation and Recreation (DCR) Certification for Erosion and Sediment Control Inspection

Construction Inspector (Engineering Technician III)

Construction Inspector Function: To monitor the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects of routine to moderate complexity, under the direction of a Construction Manager or designee.

Construction Inspector Features of Work: Oversees, inspects, and monitors contractual field work which includes excavations, drainage facilities, road surfaces, and structures; schedules work and inspection phases with contractor's superintendent and agency personnel; advises contractors of violations and recommends adjustments to operations; takes field measurements of pay items; checks placement of and performs tests on construction materials; checks lines, grades, dimensions, and elevations using standard survey and field engineering equipment; and oversees and enforces the installation of erosion/siltation controls and safety devices. Recommends changes to construction plans to meet field conditions or provide project cost savings. Maintains project records which include daily diaries, materials notebooks, as-built plans, and pay quantity records; evaluates and monitors progress schedules, prepares work orders, and monthly estimates. Monitors Equal Employment Opportunity/Disadvantaged Business Enterprise (DBE) documentation and compliance with Federal labor requirements/regulations for Federal-aid construction projects, ensuring contractor compliance with program requirements.

Construction Inspector Knowledge Skills and Abilities: The Construction Inspector is expected to have 3 years of inspection experience including a working knowledge of roadway, structure, and bridge construction methods, materials, standards, construction symbols and terminology; state and federal environmental, safety, and Equal Employment Opportunity guidelines and regulations; and of mathematics including algebra, geometry, and trigonometry. Working skill in operating computer equipment, software programs and field inspection equipment. Ability to read and interpret roadway, structure and bridge plans and specifications; apply mathematical formulas and engineering principles to determine minor adjustments to construction plans; maintain detailed records; perform required materials testing; and communicate effectively with agency and contractor personnel and the general public. The inspector is expected to be currently VDOT certified or Mid Atlantic Regional Technician Certification Program (MARTCP) certificated in the following disciplines. In addition it is expected, that each inspector be certificated for Erosion and Sediment Control Inspection, by the Department of Conservation and Recreation.

- Expected VDOT Certifications:
 - Soil and Aggregate Field Compaction
 - Asphalt Field
 - Hydraulic Cement Concrete Field
 - Pavement Marking
 - Flagger Certification
 - Nuclear Certification

- Additional Expected Certification:
 - Department of Conservation and Recreation (DCR) Certification for Erosion and Sediment Control Inspection

Construction Inspector Trainee (Engineering Technician I)

Construction Inspector Trainee Function: To monitor in a training capacity, the work of contractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects, under the direction of a Construction Manager or designee.

Construction Inspector Trainee Features of Work: Performs work of routine difficulty in a training capacity. Inspects excavations, drainage facilities, safety, environmental, and traffic control devices, and road surfaces and structures by comparing work performed to plans and specifications. Maintains project records including daily diaries, workbook, and materials records. Receives on-the-job and required agency classroom training to obtain designated highway material certifications.

Construction Inspector Trainee Knowledge Skills and Abilities: The Construction Inspection Trainee is expected to have a working knowledge of basic mathematics including computation of linear and cubic measurements; a demonstrated ability to communicate effectively both orally and in writing; and learn and apply new information and concepts.

Office Engineer

Office Engineer Functions: This position will maintain all of the project records which include general correspondence, files, monthly pay estimates, request for information logs, submittal logs, meeting minutes, equal employment opportunity records, daily inspection reports, daily diaries, project sketches, etc.

Office Engineer Features of Work: Office Engineer will maintain the overall project records and closely monitor the project schedule as it relates to the project's critical path schedule and related earnings. In addition, the Office Engineer will monitor and maintain issue files that have the potential to, or have become, formal Notices of Intent to file claims against the Department and ensure that the records are complete, factual, and that a project timeline of each issue is included. Also, when necessary, the Office Engineer will analyze submissions of work orders or claims for impacts to the project schedule and cost. These functions will be performed in collaboration with the Project Control Engineer. Other responsibilities include training and coaching of inspector personnel, performing inspection duties and assisting the Construction Project Manager, and Project Control Engineer as required. Also preparation of estimates and final books.

Office Engineer Knowledge Skills and Abilities: Minimum of five (5) years experience in road and bridge construction inspection and performing office engineer functions on projects of similar size and scope. Proficiency in Site Manager providing guidance and support. Ability to develop and maintain project documentation for transportation construction projects. Demonstrated ability to utilize computer software programs required for project management, spreadsheets, financial management and word processing. Demonstrated ability to communicate effectively both orally and in writing with contractors, political entities and general public. Ability to interpret roadway construction contracts, special provisions, and specifications. Skilled in negotiating solutions and/or resolving contractual

issues. Knowledge of Federal and State Labor Regulations to include the Davis Bacon Act. Knowledge of highway inspection and of transportation rules, regulations and policies. Demonstrated ability to provide leadership and training to other inspectors and to coordinate inspection activities.

Administrative Assistant

Administrative Assistant Functions: To provide administrative support to the Construction Project Manager and other construction personnel.

Administrative Assistant Features of Work: Assist inspectors and construction personnel in overall management of project filing system to include setup, maintenance, and close-out, receiving, recording and distributing all correspondence, submittals, RFI's, etc. Prepare correspondence, memorandums, and other project documentation. Processes vouchers for Construction Section and assures invoices are paid in accordance with Prompt Pay Act. Manages office to ensure adequate office supplies are in stock, answers phones, and directs calls to the appropriate person.

Administrative Assistant Knowledge Skills and Abilities: The Administrative Assistant is expected to have a basic knowledge of construction submittal process and skill in the use of computers to include word processing, spreadsheet, and construction management software. Ability to keep meeting minutes and action item logs, distribute minutes and request feedback. Ability to track items requiring action and maintain status logs of these items.

ENGINEERING SUPPORT STAFF FUNCTION, FEATURES OF WORK and KNOWLEDGE SKILLS AND ABILITIES

Engineering Support Staff Function: To provide support to the Department staff in the analysis and review in the areas of, but not limited to shop drawings, schedule review and notice of intent/claims analysis, as requested by the Construction Manager, Area Construction Engineer, or the District Contract Administrator.

Engineering Support Staff Features of Work: Provides consultation, investigations, evaluations and written documentation in the areas of, but not limited to shop drawing review, schedule review and analysis and notice of intent/claim analysis, as requested by the Construction Managers, Area Construction Engineer, or District Contract Manager.

Engineering Support Staff Knowledge Skills and Abilities: The Engineering Support Staff is expected to be a Virginia licensed P. E. having 10 years of experience in the practice of engineering defined as where the principles and methods of engineering are applied to, but are not necessarily limited to, consultation, investigation, evaluation, planning and design of public or private utilities, structures, machines, equipment, processes, transportation systems and work systems. Knowledge of highway design processes, highway engineering principals/practices, highway design project management, highway processes/practices. Experience with the practical application of engineering procedures in roadway design/construction.

The Consultant Engineering Inspection Services will be provided in accordance with the requirements of the Department's policies and procedures and FHWA's guidelines. This Request for Proposal does not commit the Department to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Department reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Department to do so.

EXPRESSION OF INTEREST

1. The Expression of Interest (EOI) shall be organized in the following order:
 - Transmittal Letter
 - Table of Contents
 - Response to RFP Expression of Interest Items 2-9
 - Present Workload with Department Sheet
 - Team Organization Chart
 - GSA Form 255 - one combined for the project team
 - GSA Form 254 - one for each firm
 - Firm Data Sheet
 - Certification Regarding Debarment sheets
2. Furnish four copies of current GSA Forms 254 for each firm involved and four copies of one combined GSA Form 255 for the project team. The GSA Form 255 must specify the number of personnel by discipline for each office where the work is to be performed. In Section 4 of GSA Form 255, list only the full time employees assigned to the office(s) at the time of this submission. Section 8 of GSA Form 255 is limited to one page with not more than 10 projects total (prime and sub consultants combined) on the one page and should primarily list experience of offices where the work will be performed and of the people shown in the organizational chart. If the experience shown is for a branch office other than where the work will be performed, it should be clearly indicated as such. More detailed descriptions for Section 8b may be expanded into Section 10. In Section 9 of GSA Form 255, references to "Federal agencies" are to be replaced by "Virginia Department of Transportation or other state transportation agencies."
3. If more than one firm will participate in the contract, state the type of arrangement between the firms, the names and addresses of all firms, description of the work that each firm will perform, and the percentage of work to be performed by each in Section 5 and 6 of GSA Form 255. A one page organizational chart showing all firms involved and key personnel assignments and responsibilities is required to be included.
4. With the exception of Trainees, indicate in Section 7 of GSA Form 255 personnel who will be assigned to this project, their proposed assignment, providing the experience record of each. Team members who are not currently employed by the firm under which they are proposed shall have a signed commitment letter (See Attachment "A") attached to their resume, demonstrating their commitment to the firm under which they are proposed, should the team be awarded the

inspection contract. Indicate each expected VDOT Certification, DCR Certification, and the expiration date of each. Other pertinent certifications should also be listed. Each Resume shall be limited to one page per person with a font of no less than 10 point. For evaluation purposes, one resume must be submitted equal to 50% of the number of inspectors requested per classification by the Scope of Services, excluding trainees. In section 10 of GSA Form 255 the consultant should detail his plan to assure the Department that the inspection staff submitted for evaluation will be available for the inspection services requested by the RFP. This information should be provided in the introduction or opening information found on the first page of Section 10. In addition resumes must also be provided for each additional engineering function requested, unless the consultant proposes that one engineer provides multiple engineering functions.

5. Section 10 of GSA Form 255 is limited to a maximum of ten pages. This section should describe the organization of the proposed project staff indicating the role of each by individual. If sub-consultants are proposed, the role of each sub-consultant should be discussed. It should also include statements that are responsive to the attached criteria that will be used to evaluate your submission. This is the **ONLY** section of the submission which may include pictures or graphics (included in the ten page limit). List any computer and CADD equipment and any specialized computer software packages that you will use on this VDOT project.
6. It is the policy of the Virginia Department of Transportation that Disadvantaged Business Enterprises (DBEs) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of consultant contracts. Consultants are encouraged to take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and perform services on the contract, including participation in any subsequent supplemental contracts. If the consultant intends to subcontract a portion of the services on the project, the consultant is encouraged to seek out and consider DBEs as potential subcontractors. The consultant is encouraged to contact DBEs to solicit their interest, capability and qualifications. Any agreement between a consultant and a DBE whereby the DBE promises not to provide services to other consultants is prohibited. The Department feels that these services support 10% DBE participation.

49 CFR Part 26 requires VDOT to collect certain data about firms attempting to participate in VDOT contracts. This data must be provided on the enclosed Firm Data Sheet.

If DBE is not certified, the DBE must become certified (with the Department) prior to your response being submitted. If DBE is the prime consultant, the firm will receive full credit for planned involvement of their own forces, as well as the work that they commit to be performed by DBE subcontractors. DBE prime consultants are encouraged to make the same outreach efforts as other consultants. DBE credit will be awarded only for work actually being performed by DBE themselves. When a DBE prime consultant or sub consultant subcontracts work to another firm, the work counts toward DBE goals only if the other firm is itself a DBE. A DBE must perform or exercise responsibility for at least 30% of the total cost of its contract with its own force. DBE certification entitles consultants to participate in VDOT's DBE program. However, this certification does not guarantee that the firm will obtain VDOT work or does it attest to the firm's abilities to perform any particular work.

7. If any firms involved with this submission currently have work with the Department, indicate the projects, the division managing the projects, the amount of outstanding fee remaining, and the estimated date of completion. For limited services term contracts, include only the amount of all tasks orders executed or under negotiation. Also, include your estimated fees for pending supplemental agreements and any projects for which the firms have been selected but have not executed an agreement. Work of affiliated and/or subsidiary companies is to be included. The outstanding workload of any Virginia Department of Minority Business Enterprise certified DBE/SWAM prime or subconsultant is not to be included. When DBE/SWAM firms graduate from the program, their workload incurred while a DBE/SWAM will be exempted for the next three years. Any workload obtained after graduating from the program will be counted. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included. The outstanding fee remaining is the maximum total compensation payable less the amount previously paid to date. Only Category "C" work will be counted in the scoring criteria. This information shall be submitted using the attached Present Workload with VDOT form. Please carefully read the instructions on the Present Workload with Department form.
8. Give names and detailed addresses of all affiliated and/or subsidiary companies. Indicate which companies are subsidiaries. If a situation arises in responding to this questionnaire where you are unsure whether another firm is or is not an affiliate, doubt should be resolved in favor of affiliation and the firm should be listed accordingly.

Affiliate - Any business entity which is closely associated to another business entity so that one entity controls or has the power to control the other entity either directly or indirectly; or, when a third party has the power to control or controls both; or where one business entity has been so closely allied with another business entity through an established course of dealings, including but not limited to the lending of financial wherewithal, engaging in joint ventures, etc. as to cause a public perception that the two firms are one entity. Firms, which are owned by a holding company or a third party, but otherwise meet the above conditions and do not have interlocking directorships or joint officers serving, are not considered to be affiliates.

9. Please indicate, by executing and returning the attached Certification Regarding Debarment forms, if your firm, sub consultant, subcontractor, or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:
 - Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal agency.
 - Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past 3 years.
 - Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

Any of the above conditions will not necessarily result in denial of award, but will be considered in determining Offeror responsibility. For any condition noted, indicate to whom it applies,

initiating agency, and dates of action. Providing false information may result in Federal criminal prosecution or administrative sanctions.

ADMINISTRATIVE:

1. All business entities, except for sole proprietorships, are required to register with the Virginia State Corporation Commission (A Business Registration Guide is available on the Internet at <http://www.state.va.us/scc/division/clk/brg.htm>). Foreign Professional corporations and Foreign Professional Limited Liability Companies must possess a Commonwealth of Virginia Certificate of Authority from the State Corporation Commission to render professional services. Any business entity other than a professional corporation, professional limited liability company or sole proprietorships that do not employ other individuals for which licensing is required must be registered in the Commonwealth of Virginia with the Department of Professional & Occupational Regulation, Virginia Board for Architects, Professional Engineers, Land Surveyors and Landscape Architects (http://www.state.va.us/dpor/ape_regs.htm). Board regulations require that all professional corporations and business entities that have branch offices located in Virginia which offer or render any professional services relating to the professions regulated by the Board be registered with the Board. Registration involves completing the required application and submitting the required registration fee for each and every branch office location in the Commonwealth. All branch offices which offer or render any professional service must have at least one full-time resident professional in responsible charge who is licensed in the profession offered or rendered at each branch. All firms involved that are to provide professional services must meet this criterion prior to submitting an Expression of Interest to the Department. Individual engineers shall meet the requirements of Chapter 4, Title 54.1 of the Code of Virginia
2. The Department will not consider for award any cost proposals submitted by any consultants and will not consent to subcontracting any portions of the contract to any sub consultants in violation of the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.
3. The method of payment will be actual costs for each project assignment based on fixed billable rates. For purpose of determining the fixed billable rates, an overhead rate shall be established in compliance with cost principles contained in the Federal Acquisition Regulations (FAR) of Part 31 of Title 48 of the Code of Federal Regulations. The overhead rate shall be established by an audit by a cognizant government agency or independent CPA firm. The Department has established a base hourly rate not to exceed \$29.53 for the classification of Inspector Coordinator, \$27.21 for the classification of Senior Inspector, \$21.89 for the classification of Regular Inspector and \$16.72 for the classification of Trainees. When the specified scope of work falls within the Northern Virginia District the Department has established a base hourly rate not to exceed \$31.54 for the classification of Inspector Coordinator, \$32.16 for the classification of Senior Inspector, \$27.81 for the classification of Regular Inspector and \$19.64 for the classification of Trainees. The average hourly rates per classification are determined by adding all base labor rates within the classification and dividing the total by the number of employees in the classification and then

limiting them to the base hourly rates established above, if required. If the Department modifies the established base hourly rates shown above, prior to execution of the Memorandum of Agreement with the selected firm, the firm will be permitted to use the modified base hourly rates in their fee proposals.

4. All firms submitting Expressions of Interest (prime consultants, joint ventures and subconsultants) must have internal control systems in place that meet Federal requirements for accounting. These systems must comply with requirements of 48CFR31, "Federal Acquisition Regulations, Contract Cost Principles and Procedures," and 23CFR172, "Administration of Negotiated Contracts." All firms selected for a project (prime consultants, joint ventures and subconsultants) must submit their FAR audit data to the Department within 10 workdays of being notified of their selection. Should any firm on the consultant team fail to submit the required audit data within the 10 work days, negotiations will be terminated by the Department and the next most qualified team invited to submit a proposal.
5. Submittals shall be prepared simply and economically, providing a straight forward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity to content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are neither required nor desired. Please do not duplicate information furnished in the GSA Form 254 or 255 elsewhere in the submittal. All information must be submitted in QUADRUPLER and received no later than 4:00 p.m. on September 15, 2006. Responses received after this time will not be considered. For technical information in regard to this Request for Proposal, you may contact Calvin M. Thweatt of VDOT. Phone 804 371-0130.

US Postal Service regular mail, send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1401 E. Broad Street
Richmond, Virginia 23219

Hand delivery, US Postal Service express mail, or private delivery service (FedEx, UPS, etc.), send to:

Mr. W. W. Barker
Administrative Services Division
Virginia Department of Transportation
1st Floor Reception Desk
1201 E. Broad Street
Richmond, Virginia 23219

6. The Department assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The consultant and all sub consultants selected for this project will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 workdays of notification of selection when

requested by the Department. This requirement applies to all consulting firms with the contract amount equals or exceeds \$10,000.00.

7. The Department does not discriminate against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
8. Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Department no later than ten days after the announcement of the award. Public announcement of the award shall be posted on the Department's Business Center Internet site.
9. eVA Business-to-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal (<http://www.eva.state.va.us>), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal/ expression of interest being rejected.
 - a. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$1,500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding.
 - b. eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$1,500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.
10. The required services may/will involve the handling of Critical Infrastructure Information/Sensitive Security Information (CII/SSI) material. Firm(s) handling CII/SSI material will be required to sign non-disclosure agreements. Individuals with the firm(s) that handle CII/SSI material will be required to sign non-disclosure agreements. Once negotiations have been completed and prior to executing a contract, personnel handling CII/SSI material, visiting Critical Infrastructure (CI) facilities or performing bridge/tunnel inspections may be required to pass a fingerprint-based Criminal History Background Check (CHBC). Evidence of current CHBC from the Department of Criminal Justice Services is acceptable in lieu of a fingerprint-based CHBC. An individual employee's failure to successfully pass the fingerprint-based CHBC will not negate the selection and offerors will be allowed to replace those individuals. However, if key personnel fail the fingerprint-based CHBC, the selection may be cancelled and negotiations begun with the next ranked offeror. VDOT reserves the right to conduct fingerprint-based CHBC on all employees of the prime consultant, on any employees of subconsultants or on any proposed replacements during the term of the contract who will be involved in this project. All costs associated with the fingerprint-based CHBC are

the responsibility of the prime consultant. A VDOT issued photo-identification badge is required for each employee of the prime consultant or any subconsultant who will need access to VDOT CI facilities or who will be performing bridge/tunnel inspections. Based upon the results of the fingerprint-based CHBC, VDOT reserves the right to deny issuance of a VDOT security clearance or a VDOT issued photo-identification badge.

(List Amount of Each With VDOT by Division)

† The outstanding workload of any certified DBE/SWAM prime and subconsultant is not to be included. When DBE/SWAM firms graduate from the program, their workload incurred while a DBW/SWAM will be exempted for the next three years. Any work obtained after graduating from the program will be counted.

FIRM DATA SHEET

Funding: S (S=State F=F

Project No.: Fredericksburg District-Wide

Division: Scheduling and Contract

E.O.I. Date: September 15, 2006

The prime consultant is responsible for submitting the information requested below on all firms on the project team, both prime and all sub consultants. All firms are to be reported on one combined sheet unless the number of firms requires the use of an additional sheet. Failure to submit all of the required data will result in the Expression of Interest not being considered.

Firm's Name and Address	Firm's DBE Status *	Firm's Age	Firm's Annual Gross Receipts

* Y = DBE Firm Certified by VDOT

N = DBE Firm Not Certified by VDOT

NA = Firm Not Claiming DBE Status

**CERTIFICATION REGARDING DEBARMENT
PRIMARY COVERED TRANSACTIONS**

Project: Fredericksburg District-Wide

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

CERTIFICATION REGARDING DEBARMENT
LOWER TIER COVERED TRANSACTIONS

Project: Fredericksburg District-Wide

- 1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

The undersigned makes the foregoing statements to be filed with the proposal submitted on behalf of the offeror for contracts to be let by the Commonwealth Transportation Board.

Signature

Date

Title

Name of Firm

DIVISION: SCHEDULING & CONTRACT DIVISION

CONSULTANT SHORT LIST SCORE SHEET – FEDERALLY FUNDED PROJECT
(FOR PROFESSIONAL SERVICES)

PROJECT: Fredericksburg District-Wide

DESCRIPTION: Engineering Inspection Services

FIRM: _____

SUBS: _____

		NUMERICAL VALUE				AVG.	WEIGHT	WEIGHTED EVALUATION
FIRM EXPERIENCE IN TYPE OF SERVICE Expertise, experience and qualifications of firm in providing services as related to the scope of services. Expertise, experience, and qualifications of the Engineering Support Staff as related to the scope of services.		0-10					5%	
QUALIFICATIONS OF CONSTRUCTION INSPECTOR COORDINATOR Expertise, experience and qualifications in providing inspection staff coordination/Management.		0-10					10%	
CONSTRUCTION INSPECTOR SENIORS Expertise, experience, and qualifications in providing inspection services as related to the scope of services.		0-10					30%	
CONSTRUCTION INSPECTOR Expertise, experience, and qualifications in providing inspection services as related to the scope of services.		0-10					30%	
QUALIFICATIONS OF OFFICE ENGINEER Expertise, experience, and qualifications in providing inspection services as related to the scope of services.		0-10					20%	
PRESENT WORKLOAD WITH DEPARTMENT (Dollar value of present outstanding fee including estimated pending contracts under negotiation. For limited services term contracts, include the amount of all task orders executed or under negotiation. Work being performed under the Public Private Transportation Act (PPTA) or as a subcontractor on a Design-Build project shall not be included. Work being performed as a prime or joint venture on a Design-Build project shall be included.) † (Only Category ____ workload is counted on this selection*)	Above \$8,000,000	0					5%	
	7,000,001-8,000,000	1						
	6,000,001-7,000,000	2						
	5,000,001-6,000,000	3						
	4,000,001-5,000,000	4						
	3,000,001-4,000,000	5						
	2,000,001-3,000,000	6						
	1,500,001-2,000,000	7						
	1,000,001-1,500,000	8						
	500,001-1,000,000	9						
	0-500,000	10						
							TOTAL	

*CATEGORIES OF WORKLOAD:

A - TERM SURVEYING AND UTILITY DESIGNATION/LOCATION CONTRACTS

B - PRELIMINARY ENGINEERING CONTRACTS - includes transportation planning and environmental studies, utility relocation and design, and roadway and bridge design.

C - CONSTRUCTION ENGINEERING CONTRACTS - includes construction inspection, preparation of final estimates, and bridge and traffic structure safety inspection.

D - OPERATION AND MAINTENANCE CONTRACTS - includes operation and maintenance of traffic management systems.

**PLANNED INVOLVEMENT - FIRMS MUST BE CERTIFIED BY THE VIRGINIA DEPARTMENT OF MINORITY BUSINESS ENTERPRISE AS SWAM.

SWAM FIRMS SUBMITTING AS PRIMES – Will receive full credit for planned SWAM involvement.

† The outstanding workload of any certified DBE/SWAM prime and subconsultant is not to be included. When DBE/SWAM firms graduate from the program, their workload incurred while a DBW/SWAM will be exempted for the next three years. Any work obtained after graduating from the program will be counted.

In determining the final short list, the top ranked firms and their subconsultants will have their VDOT Consultant Performance Reports reviewed and/or references checked.

ATTACHMENT "A"
Employment Commitment Letter

Date _____

To: _____
Firm Name: _____
Address: _____

Reference-Employment Commitment For _____

This letter is my commitment to your firm that should your firm become successful in obtaining a contract for construction inspection with the Virginia Department of Transportation I will be available to begin employment upon execution of the referenced inspection services contract.

Signed: _____ Date: _____

Printed Name: _____

**ATTACHMENT “B”
EVALUATION CRITERIA**

**Firms Experience in Type of Service
Maximum 10 Points**

0 to 5 Points

- Prime consultant has managed less than 3 statewide, regional or district wide inspection contracts for any state transportation agency
- Prime has a VDOT performance evaluation for CEI Services within the last 2 years that has a score of less than 3. (In the event the prime does not have VDOT performance evaluations, references will be checked)
- Prime reference checks if required - Less than 3 satisfactory reference checks
- Engineering Support Staff is not a licensed Virginia P.E., does not have 10 years experience and does not meet the defined knowledge, skills and abilities

6 to 10 Points

- Prime consultant has managed a minimum of 3 statewide, regional or district wide inspection contracts for any state transportation agency
- Each prime’s VDOT performance evaluation for CEI Services within the last 2 years has a score of 3 or more. (In the event the prime does not have VDOT performance evaluations, references will be checked)
- Prime reference checks if required - 3 satisfactory reference checks
- Engineering Support Staff is a licensed Virginia P.E., does have 10 years experience and does meet the defined knowledge, skills and abilities

**Qualifications of Construction
Inspector Coordinator
Maximum 10 Points**

0 to 5 Points

- Coordinator has less than 3 years of experience in coordination of inspection staffs on a statewide, regional or district wide basis, for any transportation agency
- Coordinator does not meet the defined knowledge skills and abilities experience requirements

6 to 10 Points

- Coordinator has a minimum of 3 years of experience in coordination of inspection staffs on a statewide, regional or district wide basis, for any transportation agency
- Coordinator meets the defined knowledge skills and abilities experience requirements

Qualifications of Office Engineer
Maximum 10 Points

0 to 5 Points

- Office Engineer has less than five (5) years of experience in the management of roadway and bridge construction projects
- Office Engineer does not meet the defined knowledge, skills and abilities

6 to 10 Points

- Office Engineer has five (5) years or more experience in the management of roadway and bridge construction projects
- Office Engineer does meet the defined knowledge, skills, and abilities

Qualifications of Construction Inspector Seniors
Maximum 10 Points

0 to 7 Points

- One or more inspector senior does not have 6 years of inspection experience
- One or more inspector senior does not meet the defined knowledge, skills and abilities
- One or more inspector senior is not currently certified in each of the specified certifications
- One or more inspector senior has no additional pertinent certifications

8 to 10 Points

- Each inspector senior has 6 years or more of inspection experience
- Each inspector senior meets the defined knowledge, skills and abilities
- Each inspector senior is currently certified in each of the specified certifications
- Each inspector senior has one or more additional pertinent certifications

Qualifications of Construction Inspectors
Maximum 10 Points

0 to 7 Points

- One or more inspector does not have 3 years of inspection experience
- One or more inspector does not meet the defined knowledge, skills and abilities
- One or more inspector is not currently certified in each of the specified certifications
- One or more inspector has no additional pertinent certifications

8 to 10 Points

- Each inspector has 3 years or more of inspection experience
- Each inspector meets the defined knowledge, skills and abilities
- Each inspector is currently certified in each of the specified certifications
- Each inspector has one or more additional pertinent certifications